

**CALIFORNIA ARMY NATIONAL GUARD (CAL ARNG)
ACTIVE DUTY GUARD/RESERVE (AGR)
STATEWIDEWIDE TOUR ANNOUNCEMENT
AMENDED 01 June 2007**

1. **Tour Number:** FTM: 66-07
2. **Position Title:** Admin NCO (42A2O)
3. **Unit/Location:** 870th Military Police Co, Pittsburg, Ca
4. **Opening Date of Job Announcement:** 22 May 2007
5. **Closing Date:** 21 June 2007
6. **Maximum Grade:** E5
7. **Minimum Grade:** E4
8. **Personnel Eligible to Apply:** (X) Male (X) Female () OFF () WO (X) ENL

Note: Applicants on Active Duty Title 10 must ETS within 45 days of closing date.

Note Statewide means: Must be a California Army National Guard Member in order to apply.

NOTE: A favorable drug screening test within 15 days of initial entry into the AGR program is mandatory. Failure to comply with this policy will have your AGR tour revoked.

a. **Stabilization policy:** AGR personnel are required to serve a minimum of 24 months if MOSQ, 36 months if non-MOSQ, in any fulltime position before they can be considered for another AGR position within the state.

b. Applicants are required to obtain the DMOS of an MOS within the HQ within one year of accession. Soldiers who have not completed initial entry training (IET) are ineligible to apply. Soldiers applying must meet the physical demand, rating, and qualifications for the initial award of the MOS IAW DA Pam 611-21.

c. Soldiers applying must meet the following eligibility criteria IAW DA Pam 611-21:

- (1) A physical demands rating of moderately heavy.
- (2) A physical profile of 323222.
- (3) A minimum score of 95 in aptitude area CL.
- (4) The ability to type at a minimum speed of 20 net words per minute or the successful completion of a basic keyboarding/personal computer class at the high school, college or university level. (Also an accessions minimum qualification requirement.).
- (5) Mandatory formal training.
- (6) No documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the soldier to include:
 - (a) No conviction by court-martial or by any Federal or state court.
 - (b) No juvenile adjudication by state court.
 - (c) No punishment under Article 15, Uniform Code of Military Justice (UCMJ) caused by incidents that reflect adversely on the soldiers integrity and lack of trust.

(d) No letter of reprimand, censure, or admonition under the provisions of AR 600-37, chapter 3.

(e) Voluntary confession after proper rights warning according to Article 31(b), UCMJ, or under applicable Federal or state law.

d. Must be able to obtain a SECRET Security Clearance.

e. Alcohol and drug abuse as defined in DA PAM 611-21, Para 10-183b (2) (a)-(e) will disqualify any soldier or potential enlistee from this MOS. This disqualification will not be waived, even though the soldier satisfactorily completes the Army Alcohol or Drug Abuse Rehabilitation program or a civilian equivalent, except as specified in DA Pam 611-21 Para 10-183b(2)(a)-(e).

9. Selecting Supervisor: Commander, 870th MP Co.

10. Military Status: Full-Time Military Title 32 Section 502 (f) (AGR)

11. Applicants must, as a minimum, submit the following documents: If required item(s) are missing from your packet **it will** be returned to the applicant due to lack of information: ***(Please No binders)***

a. NGB Form 34-1 (with signature and date). Ensure that you annotate both Tour Number and Position Title on the top of page one, of the application.

b. Three-quarter-length photograph in class A uniform made within the previous 12 months ("official" military photograph is not required).

c. **Certified copy** of DA form 2-1 or DD 1966-1, or Recruiter's Worksheet demonstrating qualifying ASVAB/AFCT scores.

d. Last 5 NCOERs. (Supervisor must provide written statement/memo providing information as to why soldier's NCOERs are not available. Applicants in the grade of recently promoted E5s must submit at least one current letter of recommendation in lieu of this requirement ensure that this letter is dated within 45 days of effective date of vacancy announcement and that it highlights job assignment, duties, and capabilities).

e. **Certified copy** of current DA Form 705 (APFT), within six months for "on-board" AGR soldiers, and within 12 months for traditional guardsmen, ensure that height and weight are annotated.

f. Must meet standards IAW AR 600-9, submit body fat worksheet, (if applicable).

g. Current Med Pros Printout (Available on AKO).

h. DA Form 4970 Cardiovascular screening (over 40 soldiers) if applicable.

i. All DD forms 214 (copy must include bottom portion that identifies SPD code).

j. RPAS statement.

k. ***Current DMV print out must be enclosed with this packet***

**** We recommend that you have a member of your unit review your application prior to submission to our office.**

12. Applicants who answer YES to questions 8, or 12 – 18 of section IV, NGB Form 34-1, or have not completed initial entry training (IET) are ineligible to apply to include: **DD214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4, 26, AR 135-178 Chapter 8, 3, and 635-200 Chapter 11.**

13. Applicants selected for AGR, and meeting any one of the following disqualification, will require a HQDA, DCSPER waiver prior to entry.

a. Unable to serve at least five (5) years on AGR Status prior to achieving eighteen (18) years-active federal status or mandatory removal date.

b. Entitled to military retired pay.

14. Duties and Responsibilities: Responsible for accomplishing the Commander's plans and programs to attain the unit's training and mobilization readiness objectives. Selected SM will function as the full time Brigade Strength Maintenance Manager.

a. Prepare personnel accounting and strength management reports.

b. Submits IDT/ADT payroll and resolve Soldier pay issues.

c. Processes line of duty investigations.

d. Prepares and monitors all Company Personnel actions.

e. Applicants must be proficient in Microsoft Office applications and have general computer literacy.

15. Submit application to: Joint Forces Headquarters ATTN: CARSD-J1-HR-AGR, Box 37, 9800 Goethe Road, Sacramento, CA 95826-9101. **Please Do Not call this office with questions to your application to see if we have received it, you will be notified by mail please see Frequently asked questions on our web page.**

NOTE: Beginning 1 Nov 04, as a condition of hire, AGR branch will provide new hires three dates for either initial required PEC training or MOSQ training or both (as applies to new hire). No orders will be cut on any new hire until AGR branch receives the selected training dates at which time, AGR Branch (SFC Pfeifer (916) 854-4214) will input the new hire into the ATTRRS Course(s). Commands will NOT be allowed to change course dates without requesting a change of date through AGR Branch and the request must be endorsed by the unit Commander. Failure to complete course requirements within the one year period may result in termination from the AGR program.

NOTE: If you require a certified copy of DA Form 2-1 and/or RPAS statement, call 916-854-3268. **COMPLETE APPLICATION (TO INCLUDE ALL REQUIRED DOCUMENTS) MUST BE RECEIVED IN HR-AGR NOT LATER THAN THE CLOSING DATE SHOWN IN BLOCK #5.** Additional copies of this announcement may be obtained from our website at www.calguard.ca.gov/cahr.

16. Selectees (other than on-board AGR soldiers) are required to provide evidence of Chapter 2 or 3 medical examination, taken not more than 24 months prior to the AGR tour start date. If Chapter 2 or 3 are more than 6 months old but less than 24 months, the DA Form 7349 must be accomplished within 60 days prior to the first day of AGR duty to ensure that

Chapter 2 or 3 standards continue to be met. The medical examination must indicate compliance with the requirements of chapter 2 or 3 (AR 40-501) and accomplished at an active military medical facility or Military Entrance and Processing Station (MEPS). Human Immune Deficiency Virus (HIV) testing for all soldiers will be accomplished within 6 months prior to initial entry. Pregnancy testing for female soldiers must be accomplished no more than 15 days prior to initial entry.

NOTE: A favorable drug screening test within 15 days of initial entry into the AGR program is mandatory. Failure to comply with this policy will have your AGR tour revoked.

17. Equal opportunity: The California National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, national origin, political affiliation, marital status, or any other non-merit factor.